



City Manager's Report April 2021



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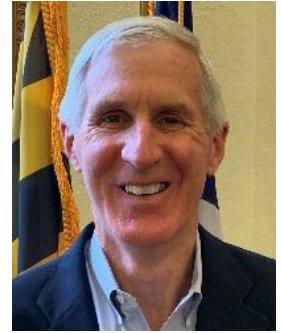
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Annapolis City Manager
David Jarrell, PE



Dear City Council Members,

I am pleased to provide the City Manager's Monthly Report for April 2021.

This month was a very successful month for the Annapolis Police Department's Positive Impact Program. Officers participated in an expungement clinic that was hosted by the Maryland Reentry Resource Center. The clinic was open to the public. Nine city residents were assisted with expungements. With their records expunged, these individuals were then able to apply for employment. The Positive Impact Program also entered three city residents into long term substance abuse programs.

On Earth Day, April 22, the Deputy City Manager of Resilience and Sustainability launched "Replant Annapolis". This program is a partnership between the City and the Watershed Stewards Academy. This program will help to meet the City's tree canopy goal, as well as improve shade coverage and help to treat rainwater by encouraging individuals to plant and care for trees in their community.

On April 8, the importance of partnerships and collaboration was on display. The Annapolis Fire Department alongside the Anne Arundel County Fire Department responded to a motor vehicle collision involving a building on Old Solomons Island Road. Fortunately, injuries caused by the accident were non-life threatening and no one inside the building was hurt. Building inspectors from the Department of Planning and Zoning assessed moderate damage to the facility, which was closed until repairs to the building structure could be made.

Until next month...

Sincerely,

David

David Jarrell, P.E.
City Manager



Fire Department

1790 Forest Drive
Annapolis, MD 21401

Phone: (410) 263-7975
Email: afdinfo@annapolis.gov

This Month's Fire Prevention Message: "Stay Alive, Don't Text and Drive"

Monthly/ YTD Response Statistics

The Fire Department responded to:

1,007

Calls for service in April

3,770

Total Calls for 2021

The following list breaks down the types of service provided:

EMS	710 or 70%
Fire	225 or 22%
Service	55 or 6%
Rescue	4 or 1%
Hazmat	13 or 1%



EMS Hospital Transports	418
Cardiac Arrest Survival Rate	11.1% National Average 4.3%
COVID (PUI) Responses	53
SAFE Station Referrals	10
Overdose Responses	36 suspected
Narcan Administrations (includes responses to AACo)	14
Narcan Leave Behind Program	4
EMS Billing income for March	\$136,694
Fire Permit/Plan and Building Permit Reviews conducted by the Fire Marshal's staff	46
Use and Occupancy Inspections conducted by the Fire Marshal's Office	22



Completed 161 new fire safety building inspections and 55 re-inspections (includes inspections conducted by station personnel and the Fire Marshal's Office)

Fire and Explosive Services Unit

- responded to 4 suspicious package incidents
- conducted 11 origin and cause investigations
- assisted the police with 2 investigations

The Department continues daily personnel health screening for COVID Pandemic, optional medical protocols for COVID Pandemic and supports multiple vaccination clinics.

EMS Division conducted 1 citizen CPR course(s) and 4 Your Life Matters events.

Structure Fire - President Street

On April 10, 2021 at 11:56 pm, units from the Annapolis, Anne Arundel Count and Naval District Washington – Support Operations

Annapolis Fire departments responded to 1006 President Street for a report of an apartment fire. Units arrived on location to find smoke on the second floor.



Firefighters evacuated the building and treated one patient on scene for possible smoke inhalation. Responders quickly located a malfunctioning water heater and removed the hazard. There was no reported structural damage to the building.

Old Solomons Island Road Vehicle into a Structure

On April 8, 2021 at 10:20 am, units from the Annapolis and Anne Arundel County Fire Departments responded to 45 Old Solomons Island Road for a Motor Vehicle Collision involving a Building. Units arrived to find a SUV that had struck the building. The occupant was out of the vehicle, Medics transported the vehicle driver to a local hospital with non-life threatening injuries.

No one in the building was injured. The building sustained moderate damage, a building inspector responded to the scene. The business was closed until repairs could be made to the structure.



Forest Drive @ Bywater Road Vehicle Collision

On April 11, 2021 at 2:38 pm, units responded to the area of Forest Drive at Bywater Road for a motor vehicle collision with reported people trapped. Units arrived on location of a 2-vehicle collision. Medics treated one patient at the scene and then transported them to a local hospital with non-life threatening injuries.



Americana Drive - Apartment Fire

On April 23, 2021 at 12:41 hours, Annapolis, Anne Arundel County and the Naval District Washington-Support Activities Annapolis Fire Departments responded to a reported structure fire at 710 Americana Drive in the Watergate Village Apartments Complex. Units arrived to find smoke and fire evident from a six-story apartment building. Firefighters immediately began evacuating the building and accessing the fire which was evident from the rear lower level of the building. A second alarm was requested bringing additional firefighters to the scene. Firefighters extinguished a gas-feed fire in a basement apartment. The gas to the building was secured. It took 60 firefighters approximately 25 minutes to control the fire. One occupant received minor injuries and was treated at the scene by Medics. Investigators determined that the fire was accidental in origin caused by a malfunctioning furnace. The fire caused approximately \$50,000 worth of damage.

Fire Department Performance Measurements FY2021

Performance measurement in the fire service is challenging. For example, it is impossible to determine if our fire prevention program is preventing fires or if we are just lucky.

As the Fire Chief, I tend to focus on results instead of statistics. I monitor numerous items to judge how we are doing as an organization and in regards to our annual and long term

Department goals, including:

1. Customer Comments Do we provide a quality service, are we helpful, understanding and compassionate. Not only on emergency responses, but do we answer citizen inquiries and return phone calls and emails in a timely fashion (24 hours). I view every interaction with the public as an opportunity to meet and exceed their expectations. Are we achieving that goal? We receive very few complaints and many, many letters of appreciation. The Department has received no negative news stories regarding our service or the behavior of our employees.

- **Thank you comments in April - 2**
- **Complaints in April - 1 (resolved by Deputy Chief Spriggs after meeting all concerned parties)**

2. Emergency Response Times Response time to emergency incidents is always controversial. The National Fire Protection Association (NFPA) Standard 1710 states that the first unit should arrive on the scene of an emergency within 5 minutes of dispatch for 90% of our calls. We strive to meet that goal, but I am also concerned with the safety of our firefighters and the public. Taking into account all factors that impact response times such as driver's experience, traffic and weather conditions, narrow city streets, etc., I don't believe racing down the road in a 40,000-pound fire engine trying to meet a 5 minute arrival time is always in the best interest of public safety. Another current issue to providing a safe environment for the community is the amount of time that our ambulances are at the hospital due to Emergency Room overcrowding, unavailability of rooms to move patients and other hospital challenges. With that in mind, I consider:

(Minutes:Seconds)

- **Average Turnout Time - 1:27**
- **Average Response Time - 2:39**
- **Avg Response Time for Multiple Units on Scene - 4:30**
- **Avg Response for first Advance Life Support Unit on Scene - 3:57**
- **Avg Time that Units are at the Hospital - 59 Minutes**
- **Amount of Time that Units are at the Hospital Waiting to Turn Patients Over - 25 Minutes**

3. Employees Injuries/ Workers

Compensation Claims Are our safety strategies and programs effective? Employee injuries are costly in terms of medical costs, lost work time, productivity and in the case of public safety overtime to cover vacant positions. Deputy Chief Spriggs and I review all injuries and meet quarterly with the City Risk Manager to review injuries

and develop strategies to reduce injuries and get those injured back to work ASAP. Since 2010, we have reduced our injuries by sixty (60%) percent.

Workers Comp Claims for April - 3
One had a reaction to Covid-19 vaccine while on the job, one had a medical incident while in training and one had a bloody nose when they ran into a door that the panic hardware was not working properly.

Number of known cases of cancer experienced in our personnel for April in our Active Personnel - 0

4. Insurance Service Office (ISO) Rating

The ISO rating is a great benchmarking tool for several factors, such as response coverage, staffing, training, equipment, etc. Our current rating is the highest rating possible at Class 1.

Goal: continue to be an ISO Class 1 Department.

5. Departmental Vehicle Accidents Are our driving programs effective? Our Safety Committee reviews all Departmental Vehicle Accidents and we take appropriate actions (discipline, re-training, annual driver's training, etc.) to prevent future accidents.

Issues with vehicles in April - 2
One ambulance clipped a tent in the street for recovery areas and one inspector found their bumper damaged while doing inspections

6. Employee Training hours The role of the fire service is constantly changing and routine training is very important for us to meet future challenges. ISO recommends each firefighter receive twenty hours (20) of training per month. We currently average 17.5 hours.

Training hours completed - 2479.5

Areas Covered by Training

- EMS HIPPA Refresher
- EMS Paramedic Refresher
- Emergency Medical Technician Refresher
- Vehicle Repeater System Training
- Multi-Company Evolution at the Upper Eastern Shore Regional training Center (MFRI)
- Unit Cohesion, Lifting Equipment and Patients Training
- Conducted joint Dive Rescue Training with the AACO Fire Department
- Conducted joint Underwater Explosive Dive Training with the State Fire Marshal
- Conducted joint Fire Training with the AACO Fire Department



7. ALS Providers Skills Enhancement

Rotation Program To allow the ALS Providers the opportunity to receive skills proficiency, enhancement and growth opportunities, our goal is to have ALS Providers on a rotation to have time off the ambulances and receive skills enhancement.

Number of ALS Providers who had time off of the ambulances in April - 8

8. Minimum Staffing To have a fully staffed fire department with trained ALS Providers, we need to have 25 personnel per operations platoon including a minimum of 12 ALS personnel.

Number of Personnel in April working on their assigned duties: 125

Overtime concerns continue due to "soft vacancies" which include; FMLA, long term sick leave, Workers Comp, Military Deployments, Short Term Disability, etc. Currently we have 13 of these personnel:

- six not assigned to their normal duties
- four out on long-term sick leave
- three vacant positions

The result of this is overtime usage, which totaled \$92,557.90 for April, which is 14.63 % of our total Overtime annual budget. This took our total FY 2021 Overtime usage to \$617,636.24, which is 97.63 % of our total FY Overtime. Some of this overtime is reimbursable with COVID funds.

9. Fire Prevention Programs Are our fire prevention programs effective? I cannot determine or measure how many fires are prevented, but I can monitor the number of fires, the cause and the annual estimated fire loss in dollars. If we have a fire, are we taking steps (public education, inspections, etc) to prevent future fires? Are we meeting the City Code requirements conducting annual fire safety inspections in the Historic District?

Public Education Events - 0 (Suspended due to COVID Pandemic)

Number of Citizens Trained - 0

Type(s) of Training Taught - N/A

Language(s) Training was taught in - N/A

April Fire Loss - \$128,200

Fire Related Deaths for 2021 - 0

10. Begin Mobile Integrative Health

Program We are in the first year to have a trial interagency team to target high utilization/high risk citizens with telehealth protocol and alternate destination for Medicare patients, including the legal and medical steps to allow for this team.

Progress of Program: Currently working with the City of Annapolis Office of Law and Finance and the AAMC Office of Law to develop initial agreement to have the hospital fund the Overtime needed for Annapolis Fire Department personnel to work Overtime in this Program. (Currently put on hold due to COVID-19.) Have had some additional hurdles with AAMC's physicians arise that are being addressed.

Number of Patients in Program: 0

Outcomes of Patients in Program: N/A



Information Technology

161 Duke of Gloucester Street
Annapolis, MD 21401

Phone: (410) 263-7945
Email: mit@annapolis.gov

MIT Accomplishments in April included:

- Replacement of core data/telephone network switches at the Police Department and Office of Emergency Management is on hold due to COVID-19. The Purchase Order was cut and equipment is on order. Will proceed when appropriate.
- Received 205 IT-related requests
- Resolved 222 IT-related requests
- 16 site visits were required to resolve IT-related requests
- 49 COVID related requests
- Continued the Executime Implementation. Began preparing for the first round of parallel testing which will take place May 19-20. The planned GoLive date is still July 1 with the hopes of having a couple of pilot departments live in June.
- Continued the ADP SmartCompliance Implementation. The first tax test files have been completed and submitted for functional testing. We have started creating test files for wage payments.

MUNIS

- An import for PCards has been successfully completed but we are working on ensuring that Invoice dates pull in correctly. We have scheduled a day of assistance with a Munis Consultant on June 1st.
- ACH payments to Vendors update: Finance is working with Wells Fargo to enable testing of our file. We are still waiting for this to be completed.

Workforce Cyber Security Training

As of 03/31/2020, 81% (414) of employees have activated their account. Lesson #6, Web Security, was released on 02/06/2020 and 64% of employees have completed the lesson. Reminder emails were sent on 02/28/2020.

GIS

Ongoing

- Centerline Management
- OD Free and Substance Use Disorder bed finder support
- General data maintenance
- General IT and Helpdesk support
- Supporting Crime Analyst
- Updated SDAT for March
- Updated Fire CAD Dashboard
- Trakit Data Assessment
- Upgrading all replacement PC's with Arc 10.6.1

Projects

- Open Data web site development - ongoing
- Migration of Public Works web viewer - ongoing
- Support for stormwater rate development - ongoing
- Migration of Geocortex site
- Maintained Restaurant Lookup Map for those that are providing curbside or delivery services
- Started project for a Spanish Speaking COVID Hub
- Created Application for Hydrant and Water Source location for Fire

Other Requests

- Attended CAD Review meeting
- Worked with ESRI on backup procedures
- Worked on AWS Server Set up
- Attended meeting for Towson Conference
- Attended meeting for URISA Conference
- Participated in a Health Data Call
- Worked on parcel data project with Central Square
- Attended BRGISC quarterly meeting
- Created maps for various OEM initiatives
- COVID Restaurant Lookup Stats for April: 2,666



Analytics for
www.annapolis.gov

Pageviews

121.6K

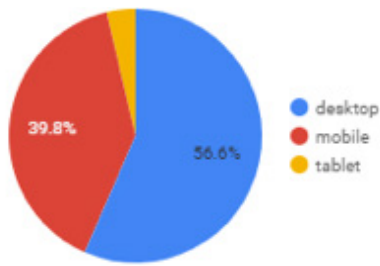
Unique Pageviews

103.0K

Sessions

72.8K





Notable Activities

- Created a new theme/template for Rethink Recycle project.
- Worked with Alison Tagliaferri from abrightideonline.com and Cindy Tait from Public Works on a new large project development, design, graphics, marketing <https://www.annapolis.gov/1657/Rethink-Recycling>
- Worked on COVID-19 new graphics, links, css customization for the new layout of a new COVID-19 project <https://www.annapolis.gov/covid-19>
- Marketed on social media and mailing lists Recycle project for Public Works.
- Worked with a web team on Siteimprove reports - broken links, misspelled words.
- Organized multiple meetings with Granicus on eComments; followed up the the existing clients of eComment module to receive their feedback.
- Worked with Hope Stewart on survey, forms and web projects related to on Covid-19 Business Support.
- Transferred multiple Boards and Commissions tasks online by creating new forms for public comments, as well as posted related documents with the redirect URLs so the public could comment on them.

Popular Pages

	Page Title	Page	Pageviews
1.	Annapolis, MD Official Website	/	12,162
2.	COVID-19 Workforce Assistance Annapol...	/1634/COVID-19-Workforce-Assistance	11,054
3.	COVID-19 CARES Act Information Annap...	/1649/COVID-19-CARES-Act-Information	10,583
4.	Coronavirus (COVID-19) Annapolis, MD	/1608/Coronavirus	5,856
5.	COVID-19 Small Business Relief Annapoli...	/1642/COVID-19-Small-Business-Relief	5,374
6.	Annapolis, MD	/list.aspx?PRVMSG=253	3,038
7.	Annapolis, MD	/Search	3,017
8.	Curbside Pickup During COVID-19 Annap...	/1638/Curbside-Pickup-During-COVID-19	2,333
9.	Daily Police Activity Reports & Press Relea...	/1128/Daily-Police-Activity-Reports-Press-...	1,955
10.	Online Bill Pay Annapolis, MD	/802/Online-Bill-Pay	1,873

Top Internal Search Queries

	Search Term	Pageviews
1.	Waterworks Park	51
2.	Coronavirus (COVID-19) graphic	19
3.	Detective murphy	18
4.	Disaster Unemployment Assistance	17
5.	Building Permit	16
6.	building permit	16
7.	Electrical Permit Application (PDF)	14
8.	Real Property Transfer (PDF)	12
9.	Status of My Permit (etrakit)	11
10.	Plumbing Permit Application (PDF)	10

www.annapolis.gov



Planning and Zoning

145 Gorman Street, 3rd Floor
Annapolis, MD 21401

Phone: (410) 260-2200
Email: mrbr@annapolis.gov

General Updates

Resilience Grant: A consultant was selected to manage the project and the contract is being signed.

Energov: Ongoing implementation of the new permit tracking system is underway.

HACA Coordination: the Department is working with HACA to coordinate renovations at the Morris H. Blum Senior Apartments and applying for a Choice Neighborhood Grant.

Issues before Council

O-50-20 Ordinance In Committee Moderately Priced Dwelling Unit	For the purpose of updating certain occupancy periods of Moderately Priced Dwelling Units; eliminating variations on defined terms; providing supplemental regulatory authority to the Director of Planning and Zoning; and generally relating to the Affordable Housing Trust Fund.
O-47-20 Ordinance Approved Local Zoning Map Amendment	For the purpose of rezoning parcel 1340, Grid 0008, Tax Map 052A, known as 21 Maryland Avenue, Annapolis, Maryland, to be zoned in its entirety as C1, "Conservation Residence" Zoning District.
O-4-21 Ordinance Committee Medical Cannabis Dispensaries	For the purpose of allowing medical cannabis dispensaries in certain zoning districts within the City of Annapolis; and adding a definition.
O-1-21 Ordinance Planning Commission Bulk Regulations	R4 and R4-R Residential Zoning Districts - For the purpose of correcting conflicts in the bulk regulations table and the table notes related to attached single family and multifamily dwelling units
O-7-21 Ordinance Planning Commission Short Term Rental Licenses Conservation Districts	For the purpose of requiring special exception approval for a new non owner-occupied short term rental license in the R2-NC, C1, and C1-A conservation residence districts; requiring special exception approval for the transfer of any existing non owner-occupied short term rental license in the R2-NC, C1, and C1-A conservation residence districts; providing definitions; providing for the waiver of special exception approval for certain individuals; and generally related to short term rental licenses.
O-8-21 Ordinance Planning Commission Dwellings above nonresidential uses in the PM District	For the purpose of creating standards for dwellings permitted above the ground floor of nonresidential uses in the PM zoning district; and matters generally relating to regulation of such dwellings.
O-9-21 Ordinance Planning Commission Accessory Dwelling Units	For the purpose of establishing accessory dwelling units as an accessory use in certain zoning districts that allow single family dwelling units; establishing the use and bulk requirements for accessory dwelling units; and establishing the procedural requirements for accessory dwelling units.

Licenses and Permits

Goal	Objective.	Benchmarks	Performance Measures	This Month
Ensure customer satisfaction with review process	Review applications for completeness in a timely manner	Initiate review of 100% of applications within 3 days of receipt	Percentage of application reviews initiated within 3 days of receipt	95%
Ensure safe, sanitary rental housing conditions	Investigate alleged code violations promptly	100% of alleged code violations investigated within three days of being reported	Percentage of reported alleged code violations investigated within three days of being reported	71%



Current Planning and Development Review

Project Name	Description	Status	Type	TrakIt Number
960 Bay Village Drive Bay Village Suites	Proposed institution for the care of the aged, an independent living facility	Site Design under review Planning Commission work session: 4-15-21	Institutional	SDP2020-006 Review SUB2021-004
99 Compromise Street / former 9 St. Mary's Street	Proposed major modification to the Special Exception and minor modification to the Site Design, to expand the multi-family residential facility	Special Exception, Site Design under review	Residential	SE2021-001 Review MSD2021-001 Review
1125 Spa Road Primrose School	Proposed early education and child development care facility	Site Design, Special Exception & Prelim. FCP under review	Institutional	SDP2020-005 Review SE2020-006 Review FCP2020-004 Review FSD2020-001 Approved
39 Hudson Street	Department of Public Works maintenance facility.	Planning Commission & Board of Appeals approval granted	Governmental	SDP2020-003 Approved SE2020-005 Approved FCP2020-003 Review FCP2017-005 Approved FSD2016-004 Approved
100 Ridgely Avenue	Redevelopment of the subject property with 6,200 sf two-story single-family attached, including four (4) residential units of approximately 1,550 sf each	Planning Commission, approval granted	Mixed Use	SDP2020-002 Approved
Parole Place	Proposed redevelopment for a Mixed-Use Planned Development; 2-story mixed-use bldg (40 dwellings over first-floor commercial, 128 space parking structure & 51 townhouses	Planned Development, Subdivision and Prelim. FCP, major revisions under review	Mixed Use	PD2017-002 Review SUB2017-010 Review FCP2017-008 Review FSD2017-001 Approved
Chesapeake Grove at Bembe Beach	Residential Planned Development of forty-two (42) single-family attached townhomes on Bembe Beach Road at Edgewood Road	Revisions under review	Residential	PD2012-003 Review
Villages at Providence Point	Continuing Care Retirement Community of 351 units	Site design and field work for Prelim. FCP completed, Architecture, FCP & plat comments sent to applicant	Institutional	FCP2017-006 Review PD 2019-001 Review SUB2017-004 Review
Park Place	Proposed major modification to the Park Place planned development for a new 134 room, 4-story hotel at Taylor Avenue and the Lowes access road	Planning Commission Approved	Mixed Use	PD2018-002 Approved SUB2020-004 Approved
Newtowne 20	Redevelopment of Newtowne 20	Permits approved	Residential	FSD2019-001 Approved FCP2020-001 Approved PD2020-001 Approved DEM20-0012 Approved GRD20-0012 Approved BLD20-0308 to 0386 Approved

Comprehensive Planning

The Division of Comprehensive Planning is responsible for the coordination of long-range planning activities including development and implementation of the Annapolis Comprehensive Plan, performing special land use and fiscal analyses, performing traffic and transit related studies, and other tasks as requested by the Mayor and City Council. Staff activity includes analysis and updating of City plans to guide development and provide a basis for comprehensive and coordinated review of projects and applications.

Goal	Objective	Benchmarks	Performance Measures	This Month
Ensure land use plans that shape the appearance of the community balance private and community interests and protect public investment and valued resources	Use community collaboration and visioning to update the 2009 Comprehensive Plan	Adoption of updated plan by City Council following collaboration with residents from all eight (8) City Council Wards	Number City Council Wards represented during collaboration in the updated comprehensive planning process	All wards were represented
Ensure zoning code requirements are clear, accessible, and easy to understand	Improve information available online by adding "how to" videos to the City's Planning and Zoning website	Post one video per month	Number of videos posted each month	Videos of the April 1 Comprehensive Plan update presentation to the City Council work session, April 21 and 28 work sessions with the Environmental Matters Committee, as well as the Maritime Task Force April 6 full gathering broadcast on City TV were added to the Comp Plan website
	Clarify and simplify the zoning code with public input and monitoring of success	One new piece of legislation clarified every two months	Number of ordinances introduced each month that make clarifying amendments to the zoning code	The Maritime Task Force is ongoing which is studying potential recommendations to the Maritime zones and progress presentations were provided to the Planning Commission, City Council, and the ECA bimonthly meeting
Ensure the Capital Improvement Program (CIP) is consistent with City land use plans	Include a statement in the CIP for each project that indicates the land use plans with which the project is consistent	100% of capital projects identify the related land use plans	Percentage of capital projects that identify the related land use plans	Updates were made to the FY21 CIP to address priorities for bike facility improvements and the renovation of Robert Eades Park
	Standing Committees participate in CIP steering committee	100% attendance by standing committee members at CIP meetings	Number of CIP meetings attended by standing committee members	

Preliminary design #2 for the Hillman Garage Replacement Project.
Annapolis Mobility and Resilience Partners (AMRP).



Community Development

Capital Projects

Universal Lodge #14

Funding: \$223,000- State Community Legacy Funds

Phase: Procurement

ECD: Winter 2021

The Community Development Division continues working with Universal Lodge # 14 to restore the exterior of this historic building which is on the National Register of Historic Places. The city was awarded \$200,000 to complete the project construction which was approved by the Maryland Historic Trust. The project architect completed the window schedule and details, bid documents, added alternatives, legal bid form, past experience and key personnel. The Chief of Community Development submitted the documents to the Procurement Officer. Project will be ready to go out for bids in April.

Robert Eades Park

Funding: \$33,000 - Clay Street Community Legacy Funds

Phase: Design

Staff continue their work on the renovation of College Creek Park which was renamed in honor of Robert Eades. ALA architects has completed a schematic drawing of the park which will include an accessible walkway to the water, bench, the memorial, an osprey platform and binoculars to view the wildlife and vegetation on College Creek. Staff received a cost estimate of \$459,500. The project was included in the FY 2022 Capital Budget

Staff, working with No Harm VIP Team to develop public outreach activities for the park. The project architect and Chief of Comprehensive Planning made two presentations to residents of the Morris Blum apartment complex located across the street from the park. The team also developed a survey which was distributed to the meeting participants and will be distributed to other community residents. Staff also plans to develop a presentation on the park for more resident information and input.



Progress at Francis Noel Way

Economic Development

Goal	Objective	Benchmarks	Performance Measures	This Month
Facilitate a positive business climate for the recruitment of businesses to Annapolis	Establish an Annapolis Ambassadors Program	Recruit 5-10 business owners or executives to serve as Ambassadors when businesses are considering relocating to the city	Number of business owners and executives that have signed up for the Ambassador program	4/10 Ribbon Cutting for Vitola 121; 4/14 Pre-Application for new downtown restaurant
Raise the profile of Annapolis for the recruitment of businesses to the city	Enhance the image of Annapolis as a great place to launch or grow a business	Complete four business recruitment missions per year	Number of business recruitment missions completed	Promoted the Annapolis Maritime Business Recruitment Website
Facilitate a positive business climate for the retention of Annapolis businesses	Retain existing businesses and jobs while heading off potential vacancies	Complete five site visits to existing businesses per month in order to offer support and stay abreast of any potential challenges	Number of site visits completed per month	4/21 Anne Arundel Economic & Workforce Recovery Meeting; Co-Chairing Business Committee for the July 4th Welcome Back Annapolis Weekend
Serve as a resource and conduit to City government for the Annapolis business community	Assist the various needs of the local business community to help facilitate their success	Provide business assistance to 20 businesses per month	Number of businesses assisted per month	Provided outreach and assistance to 41 businesses for the month

Historic Preservation Division

Goal	Objective	Benchmarks	Performance Measures	This Month
Ensure preservation of historic district	Make the Historic Preservation Commission (HPC) public hearing process informative and understandable by ensuring applicants understand the review process	90% of public hearing applications are approved each month	Percentage of public hearing applications approved each month	100% 1 Public Hearing application was approved: 196 Duke of Gloucester Street
	Communicate with the applicant/property owner to resolve violations quickly	100% of violations resolved or enforced within 90 days	Percentage of violations resolved or forwarded to the Office of Law for enforcement within 90 days	100% 90 Maryland Ave. sign removed; violation closed. New violation 132 Dock Street: inappropriate replacement windows
	Provide technical assistance resources for property owners and contractors on the HPC web page	Add six (6) new informative links about historic preservation issues to the web per year.	Number of new links added to the HPC web page	No new categories added in April.

Historic Preservation Notable Activities

Applications:

Administrative approvals issued: 19 with \$166,863 estimated construction value.

Revised Administrative approvals: 2 with \$55,575 estimated construction value.

Public Hearing approvals issued: 1 with \$600,000 estimated construction value.

Tax Credit applications: 2 received with \$33,070 estimated value of construction.

Activities

Human remains were found as expected during the BGE gas replacement project in Church Circle 4/28/21. The remains were documented by the City's consultant Applied Archaeology and reinterred with dignity.

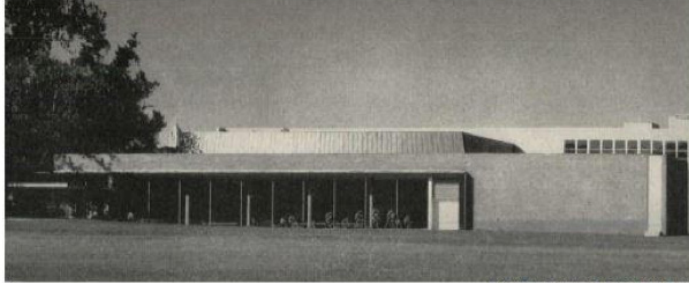
Several innovative proposals were presented as Pre-Applications to the Historic Preservation Commission (HPC) in April. It should be noted that all three were discussed on an informal basis with no HPC approvals.



Jeanne Ward, Applied Archaeology, and John Tower, Assistant Chief of Historic Preservation document the burial site on the north side of Church Circle.



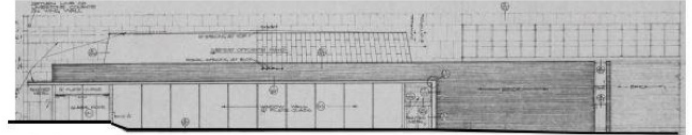
Proposal for a pedestrian "Market Square" in Market Space; Dan Douglas, Architect.



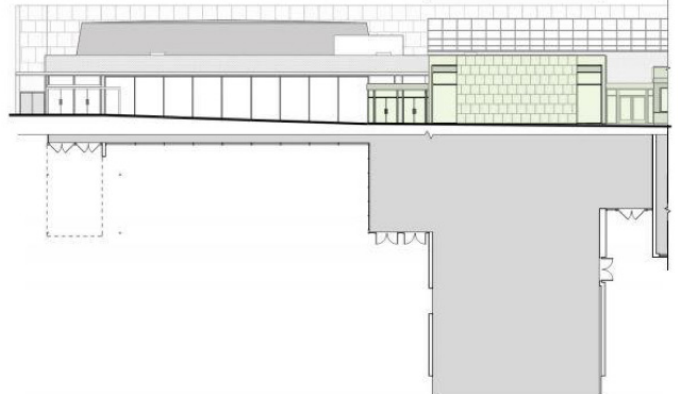
NORTH ELEVATION: ORIGINAL



NORTH ELEVATION OF ENTRY AND MITCHELL GALLERY: EXISTING



NORTH ELEVATION: ORIGINAL



NORTH ELEVATION: EXISTING

Mellon Hall, St. John's College, 1958 iconic Richard Neutra Modernist design. Designated a City Local Landmark 2003. Presenting original and existing conditions helps Commissioners understand changes for student education and gathering.

Community Development Block Grant Program

The Chief of Community Development completed the HUD required FY 2022 CDBG Action Plan which describes how the City will use its FY 2022 entitlement allocation of \$298,947. These funds will be awarded to the organizations that submitted applications in December 2020. The next step is to hold a public hearing and 30 day comment period in May. Staff developed legal ads for the Capital newspaper and revised the CDBG website to include announcements for both requirements.

Processed requests for payment and entered project accomplishment data in HUD Integrated Disbursement and Information System. (IDIS) for the third quarter reporting period for CDBG. Staff completed draws that will assure that the city meets timeliness requirements which will be measured May 2.

Staff has been working with Arundel Community Development Services which administers the city's property rehabilitation program in an effort to reduce costs and serve more homeowners. Several strategies have been discussed. A final decision on how to proceed will be made for the FY 2022 program in June.

Moderately Priced Dwelling Unit Program

Currently the MPDU Program has two developments that will potentially provide 25 MPDUs for sale. Rocky Gorge (Aris T. Allen) has six MPDU but has not begun construction because of access issues to Aris T. Allen Blvd. Parkside Preserve which includes both single family and townhomes is under construction and will provide 19 MPDU townhomes. Pricing for the MPDUs is underway. The first 7 townhomes will be available in March 2022.

Miscellaneous

Began working with Consensus Development LLC to submit a TAG application to the Maryland Department of Housing and Community Development for a grant for pre-development expenses to rehabilitate the 2nd floor of 47 Spa Road. for additional artist space. This property is in the city's Arts and Entertainment District and currently houses several artist spaces. Application is due May 21.

Small Area Planning

- Facilitated three coordination meetings with staff from the City and Housing Authority of the City of Annapolis (HACA) to advance a master plan for redeveloping Eastport Terrace and Harbor House apartments through the HUD Choice Neighborhood initiative. As part of this effort, the City Council unanimously passed a resolution to support the initiative.
- Organized presentations, and working group and breakout group meetings for the Maritime Zone Task Force.
- Completed work with planning consultants from Stantec on developing the West Annapolis Master Plan and will soon be sharing a final plan with the West Annapolis Civic Association and broader public.
- Released an RFP for the design of improved bikeways segments using funds provided by a \$224,000 Bikeways Grant recently awarded to the City by MDOT. The pre-bid conference for the RFP attracted over 50 participants.
- A new kiosk sign and bike repair station was installed at the Waterworks Park Housley Road trailhead and the access trail was realigned by the nonprofit organization M.O.R.E. which also contributed the funds and labor to design and build the sign. The nonprofit Bike AAA donated the repair station. The Chief of Comprehensive Planning had previously assisted the effort in submitting the sign permit application to the Anne Arundel County permit office and coordinated with M.O.R.E., the Department of Parks and Recreation, and the Mayor's Office on the plan for the trailhead.
- Along with the Mayor's Office coordinated a shared parking plan for users of Waterworks Park in coordination with the owner of the Gateway Village shopping center and various merchants. Representatives from Gateway Village corporate management, Dick's sporting goods, and Safeway were in attendance.
- Submitted a grant application in collaboration with the Art in Public Places Commission, Department of Parks and Recreation, Annapolis Arts District, and Future History Now through the Bloomberg Foundation's Asphalt Art program that would transform the driveway around the Stanton Center into an active play space. The grant request was for \$25,000.



Police Department

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Positive Impact Program

This month, officers assigned to the Annapolis Police Department's Positive Impact Program participated in an expungement clinic hosted by Maryland Reentry Resource Center. The clinic held at the Stanton Center, successfully assisted nine city residents with expungements. Those individuals were then able to apply for employment.

The Positive Impact Program assisted three city residents to successfully enter into long-term substance abuse treatment.

Having an active role in offender reentry efforts can provide tangible benefits to law enforcement and the communities it serves. One of the benefits echoed more than once by participating law enforcement officials is that offenders are not anonymous. Through partnership, law enforcement is made aware of the offenders that will be returning to their community, and what their criminal histories are. Additional benefits realized by the community and police agencies include a decrease in criminal activity, an increase in perceived improvement in the quality of crime prevention and an increased trust between the community and police.

National Take Back Day

On April 24, 2021 the Annapolis Police Department partnered with the Drug Enforcement Administration for National Take Back Day. During the initiative members of the community were able to turn in expired medications. With studies indicating a majority

of abused prescription drugs come from family and friends, including from home medicine cabinets, clearing out unused medicine is an essential part of helping keep local families safe.

Officer of the Month April 2021: Officer S. Black

On April 27, 2021, officers responded to the unit block of Lee Street for a report of a possible domestic assault occurring. Upon arrival, Officer Black and Officer Collins spoke with the male and female, who advised that they had been in a verbal altercation. The female seemed to be uncomfortable and advised that she did not want the male half to stay the night. The male removed items for the following day and left.

Officer Black was able to speak with the female and learned that she had two small children and was two months pregnant. Officer Black was able to make contact with Anne Arundel County Mobile Crisis Response, Child Protective Services and the YWCA and got the resident and her children into a domestic violence shelter. He safely transported the family members and their belongings to the shelter. Officer Black's caring nature was paramount in the female and her children being able to find a better life. His compassion and care is at the core of the Community Policing efforts that we are striving to implement.





Department of Public Works

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Key milestones for April 2021

- 1 Roadway resurfacing and sidewalk replacement work resumed.
- 2 The last two old water meters in State buildings were replaced with new state-of-the-art meters.

Following are updates for the active Capital Improvement Projects (CIP)

Sewer Rehabilitation

- Preparations to the next task order made in anticipation of sanitary sewer main cured-in-place pipe liner installation and CCTV inspections resuming in June.
- Whiton Court Pump Station Upgrade – 100% design review comments have been returned to the Engineer.

Water Distribution Rehabilitation

- State Water Meter Replacements – The final two replacements of water meters and appurtenances for State buildings were completed.
- South St. Water Main Replacement – All of the major water main work is complete and site restoration has begun.

City Facility Improvements

- Eastport Fire Station – preparing RFP for Fire Suppression system. Submitted statement of work for bunkroom restroom/shower renovation.
- Annapolis Police HQ HVAC Replacement and Pip Moyer Rec Center HVAC Replacement project have been awarded to Mechanical Services Industries. Pip Moyer Units have been delivered. Installation at Pip Moyer scheduled in June.
- Taylor Avenue FS HVAC - HVAC Design and RFP with Central Purchasing.

Landfill Gas Mitigation

- The Operations and Maintenance plan was approved by MDE. Contractor continues to monitor and provide a monthly report.

Maynard Burgess House

- Request to revise HVAC system from HPC.
- Design team working on new HVAC system and building layout.
- HVAC 50% Design submitted in April.
- Architectural 90% Design submitted in April.

Barbud Lane Street and Stormwater Improvements

- One-way trial on Barbud Lane is in effect. Public meeting was held and the one-way option continues to be the majority preference. Outreach will continue to gauge options of residents who have not yet participated.

Road Resurfacing

- Brewer, Ridgewood, and Woodlawn streets are complete. Sections of Maple and N Linden have been milled and utilities adjusted.

Sidewalk Restoration

- Sidewalk program is pursuing approvals for Shipwright brickwork from HPC. Conflict with encroaching vegetation must also be mitigated prior to work. This work is on hold at this time. Concrete repairs continue in Eastport. Streets completed include Tyler Avenue, President Street, Wells Avenue, Hoover Street, Madison Street and Hanson Street.

City Dock Flood Mitigation

- The \$3M FEMA grant was awarded and the FEMA project kickoff meeting is scheduled in May.
- Archaeological data recovery is completed and the End of Fieldwork Summary report is being prepared and due in May. The report will be submitted to MHT and FEMA for review and approval in accordance with the City Dock Letter Agreement.
- Continued weekly coordination with the Guardians Memorial designer and contractor regarding demolition, site clearing, utilities and grading. The Memorial dedication ceremony is scheduled for June 28, 2021.

Truxtun Park Tennis Courts

- Three courts are complete and playable. All remaining courts have had final surface pavement installed. Fence installation has begun. Final

coating is not expected until May due to temperature concerns.

MS4 Permit

- Timber Creek and Ambridge alternative analysis submitted. Alternative analysis reviewed by City staff.
- Stormwater mapping started in March, and 310 BMP inspections are underway.
- Standard Specification and Construction Details
- Internal workshop held on April 15. Update on hold pending County's completion.

Maintenance Facility

- Submitting new design for building permit in May.
- Will receive bids for plaster conservation in May.

Traffic Signal Rehabilitation

- Ongoing biweekly coordination meetings are held for the Church Circle Traffic Signal Reconstruction, which was the highest priority recommended from the Citywide Traffic Signal Assessment.
- The Church Circle 30% design is complete.
- DPW and Hunt Mead, the traffic consultant, presented at the HPC Pre-application meeting on April 22. Commissioners and staff provided feedback including concerns with federal Americans with Disabilities Act (ADA) required infrastructure.
- Truxtun Heights Storm Drain Study
- AMT completed two field investigations and met local residents during the second field walk.
- AMT developing concept designs using field data and as-built information.
- Project website updated with public questionnaire to be disseminated to the community.

Annual Storm Water Management Retrofit

- Reviewed outfall inspection pictures and developing list of outfall repair projects.
- Developing scope for work project near Bristol Drive.



Department of Public Works FY2021 Performance Measures

[illegible]



Sustainability and Resilience

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Replant Annapolis Program Announced On Earth Day

On Earth Day, April 22, the Mayor announced a new program to empower communities to plant carbon capturing, cooling trees in their neighborhoods. “Replant Annapolis” was announced as Mayor Buckley planted three trees in the Robinwood Community. The program will be a partnership between the City and the Watershed Stewards Academy (WSA), which will train “Tree Troopers” to plant and maintain trees in their communities. The program will advance the City’s tree canopy goal, improve community aesthetics and provide shade, and capture and treat stormwater. The first Annapolis Tree Troopers will be trained in the spring of 2022, with tree planting to follow in the fall. WSA implemented a similar program in Anne Arundel County in 2020. The City Forester, while part of the former Office of Environmental Policy, identified how a similar City program could supplement the City’s budgeted tree planting efforts. The City’s Watershed Restoration Fund will cover expenses for trees planted pursuant to this new program.

Preservation Of Green Spaces Included In Comprehensive Plan

Over the winter, the Deputy City Manager for Resilience & Sustainability worked with the Department of Planning & Zoning (DPZ) to address resilience and sustainability in “2040 Annapolis Ahead.” In the Community Facilities section of the comprehensive plan, areas are identified to create unified and expanded parks and green spaces. As part of that effort, Department of Planning and Zoning met with the Conservancy Board to incorporate their “greenway map” as a layer to the comprehensive plan. The greenway map identifies properties subject to conservation easements, potential easement properties, and green spaces to preserve for connectivity to green spaces, habitat corridors, bicycle and walking paths, and parks.

Resilience Authority Legislation Introduced In City and County

City and County staff finalized draft legislation to create a Resilience Authority for the City of Annapolis and Anne Arundel County. The legislation was introduced in both the City and County Councils. To create the Authority, each jurisdiction must pass substantively similar legislation within 120 days of one another. The legislation authorizes the identification, construction, and financing of infrastructure projects designed to combat the impacts of climate change, the creation of a 12-member Board of Directors, three members appointed by the Mayor and nine members appointed by the County Executive, the hiring of an Director, and creation of a non-voting advisory committee. Ordinance 14-21 will be reviewed by City Council standing committees.

Deputy City Manager Recognized By Leadership Anne Arundel

Jackie Guild, Deputy City Manager for Resilience & Sustainability, was among the New Leaders honored by the non-profit organization Leadership Anne Arundel (LAA) during a reception at Carroll’s Creek on April 28. Honorees are individuals who stepped into new positions of leadership in the past year and show exceptional leadership. Alumni of LAA’s leadership training program and the community at large offer nominations to recognize new leaders in non-profit, government or business organizations. Mayor Buckley presented the award to Ms. Guild and other Annapolis leaders, including David Beuglemans, Vice President of the Board of Directors, Mid-Atlantic Off-Road Enthusiasts, and Edgar Herrera, Executive Director/Chief Development Officer, Annapolis Symphony Orchestra.

Improvements Made To Facilitate Watershed Restoration Projects

The Deputy City Manager staff led an effort to improve the quality, permitting, and management of watershed restoration projects implemented by non-profit organizations and other citizen led groups, such as homeowner associations. Projects implemented within city limits are required to follow steps in the City’s Project Workflow and Requirements document. This document was recently reviewed and revised by City staff in the City Manager’s Office, and the Departments of Public Works and Planning & Zoning. Following a review of the revisions by the Director of the Department of Public Works, the document will be provided to stakeholder groups for their input. The revised workflow emphasizes pre-grant discussions and site visits with City staff to fully inform potential grantees of the challenges and opportunities presented by their proposal, requirements of the City, Boards and Commissions, and federal and state agencies, and work that the City is performing or has planned for properties that may impact proposed projects. The workflow clarifies permitting, bonding, and maintenance requirements and methods to address changes in the field.



Consensus Moving Forward With The Village At Providence Point

Significant strides were made over recent months towards addressing concerns voiced by residents over the proposed senior living facility development called “The Villages at Providence Point.” The 175.6-acre property, located off of Forest Drive, was annexed by the City in 2005. Since then, the property’s future has been hotly debated over issues of the site’s use and footprint, traffic generation, an access road, forest preservation, and stormwater controls. The Deputy City Manager for Resilience & Sustainability worked with stakeholder groups and the Scenic Rivers Land Trust on a conservation easement protecting the forest and other natural features and to address the extinguishment of any future development outside of the current proposed footprint. The Department of Planning & Zoning is reviewing a revised site plan proposed by the owner of the property, National Lutheran Communities & Services.

City Considers Watershed Improvement Grant Proposals

City staff reviewed and prioritized watershed improvement projects proposed by applicants to the Chesapeake Bay Trust’s Anne Arundel County Watershed Improvement Grant Program. This is the first year that the city has participated in this program managed and administered by the Trust. The City funded the the 2021 grant program with \$300,000 from the City Watershed Restoration Fund. The City reviewed proposals from a non-profit organization, three homeowner associations, and a resident. Proposals ranged from approximately \$30,000 for analysis and design to \$165,000 for design and construction. Final decisions and grant announcements, incorporating stipulations identified by City staff, will be made in May. These projects advance the City’s goal to improve the water quality of City streams, creeks, and rivers and help the City meet its MS4 permit requirements. Some of these projects will create stormwater controls where none currently exist.

Sustainable States Clean Energy Challenge

As follow up to the Clean Energy Challenge, Annapolis agreed to participate in cohort led discussions between the 30 cities that participated in the Challenge. The Sustainable States Network and the American Council for an Energy-Efficient Economy (ACEEE) will lead the discussions between the participating cities (from California, Connecticut, Maryland, Minnesota, and New Jersey) to help them learn about clean energy initiatives and identify an initiative for their respective cities and a mission statement for the initiative identified.

Microgrid Feasibility Study and Sea Level Rise Advisory Group Work

With input from City staff and other stakeholders, the Smart Energy Power Alliance (SEPA) and BGE are completing the feasibility study for a solar powered microgrid for the Newtowne 20 community. The study revealed that Newtowne 20 is too small to support a microgrid, but that a microgrid could be feasible with the participation of surrounding communities. Another factor weighing against the project is that construction is too far along at Newtowne 20 to incorporate microgrid infrastructure. Ideally, microgrids are incorporated as part of site design. A report on the feasibility study is planned for June. Meanwhile, the state Sea Level Rise Advisory Group continues to work on its guidance document for use by local planners. The discussion this month focused on how the document will be used, how many sea level rise scenarios will be included, and what impacts to focus upon.



Department of Transportation

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Safety

A series of three (3) safety meetings were held on Thursday, April 15. Topics included distracted driver awareness, installation of driver barriers, vaccine clinic at the Stadium and operation of free shuttle on Saturdays & Sundays for this clinic, Dinner Under the Stars schedule for the summer, BGE work on Church Circle, and Commissioning week at USNA.

Activities Report - TRANSIT

April 2021 Transit Ridership

MODE	Activity	Apr 2021	Apr 2020	% Change
Fixed Route	Ridership*	12,056	5,925	103.48%
	Service Miles	29,116	20,322	43.27%
ADA Paratransit	Ridership	241	70	244.29%
	Service Miles	1,650	473	248.84%

*Data includes 301 free rides on the fixed routes

On-Time Performance (OTP)

On-time performance (OTP) measures the reliability of the transit service based on published arrival time schedule. For ADA Paratransit service, all pickups were on time. OTP for paratransit service was 100%. There were three (3) cancellations and one (1) no-show.

Fixed routes OTP was 96% based on 93 observations.

Activities Report - PARKING

April 2021 Parking Activities (exclude Park Place and employees parking)

Transaction (Activity)	Apr 2021	Apr 2020	% Change
Garages/Lots Vehicles Parked	31,508	1,430	2103.36%
On-Street - Meter Transactions	20,392	1,706	1095.31%
On-Street - Citations	1,199	152	688.82%

Maintenance

- Twenty-six (26) preventive maintenance tasks were completed
- There were four (4) road calls; three (3) buses had to be towed
- Completed annual fire extinguisher inspections for both buses and buildings
- All cutaway buses have passenger barriers installed.
- Forty-two (42) electronic fare box system issues that required a transit supervisor's intervention to correct them.



Ridership Trend in a 10-month period

**Fiscal Years 2018,
2019, 2020 and 2021**

